



## MARICOPA COUNTY JOB DESCRIPTION

### OFFICE ASSISTANT SPECIALIZED

**MARKET RANGE TITLE:** OFFICE ASSISTANT SPECIALIZED

**DEPARTMENT:** MARICOPA COUNTY EDUCATION SERVICE AGENCY

**DIVISION/SECTION/UNIT:** TEACHING AND LEARNING (LOW ORG 3750)

**FLSA STATUS:** NON - EXEMPT

**CLASSIFIED/UNCLASSIFIED:** UNCLASSIFIED/CONTRACT

**SALARY:** \$13.06 – \$18.94 (27,164 - 39,395)

#### **PURPOSE STATEMENT**

Assists in the coordination of duties for the Assistant Superintendent for Quality Innovations and Improvement of Instruction to support of Maricopa County Education Service Agency's Vision, Mission and Goals in the Educational Innovations. Supports the day-to-day operations and maintains effective communication for the Educational Innovations service area as delegated by the Assistant Superintendent for Quality Innovations and Improvement of Instruction.

#### **PRIMARY INDICATORS/DUTIES:**

The Primary Indicators/Descriptors include, but are not limited to:

##### **1.0 Vision & Strategic Leadership (MCESA Standards 1 & 2)**

- 1.1 Supports the Teaching and Learning service area in implementing strategic plans aligned with MCESA's vision, mission, and goals.
- 1.2 Ensures all interactions both written and verbal and aligned to agency's vision.

##### **2.0 Management (MCESA Standard 3)**

- 2.1 Participates and assists in the administration of program functions and activities.
- 2.2 Assists in the development and maintenance of a manual documenting Education Innovation Service Area policies and procedures.
- 2.3 Prepares and process purchase requisitions per county procurement.
- 2.4 Assists in budget preparation and monitoring.
- 2.5 Makes travel arrangements for the Teaching and Learning administrators including hotel accommodations, airline tickets, conference registration, car rental, itineraries and map.
- 2.6 Establishes, organizes and maintains paper computerized filing systems.
- 2.7 Creates and maintains records, files, and associated correspondence in accordance with records retention requirements.
- 2.8 Prepares, in collaboration with service area leadership, monthly reports (i.e. program activities, grants, vendors, personnel).
- 2.9 Arranges meetings for Teaching and Learning staff including facility scheduling; and preparation of calendars, notices, agendas, and materials.
- 2.10 Maintains electronic calendar for Assistant Superintendent for Quality Innovations and Improvement of Instruction including the scheduling of appointments, meetings, and other special events.

### **3.0 Relationships, Collaboration, & Communication (MCESA Standard 4 & 7)**

- 3.1 Responds to telephone inquiries and directs inquiries to the appropriate staff member.
- 3.2 Coordinates activities with other County departments, the general public, and outside agencies.
- 3.3 Arranges meetings, conferences and civic functions as requested.
- 3.4 Maintains meeting minutes of MCESA Teaching and Learning meetings.
- 3.5 Maintains staff calendar with MCESA Teaching and Learning staff events.
- 3.6 Maintains ESA event calendar on the MCESA website.
- 3.7 Reviews, prepares, and recommends content updates for the ESA website.
- 3.8 Promotes shared responsibility, teamwork, and continuous improvement.
- 3.9 Provides backup to other service areas as needed, and other duties as assigned by the Assistant Superintendent for Quality Innovations and Improvement of Instruction.

### **4.0 Competence & Integrity (MCESA Standard 5)**

- 4.1 Coordinates the flow of paperwork.
- 4.2 Visually verifies and reviews material for accuracy and completeness.
- 4.3 Composes routine correspondence; answers, researches, and responds to questions and inquiries pertaining to the Maricopa County Education Service Agency (MCESA) (e.g., to/from Superintendents, other district/school personnel, other agencies, consultants, and vendors).
- 4.4 Researches and compiles background information from districts and other sources for the preparation and submission of grant applications.
- 4.5 Maintains confidentiality as required to effectively support Assistant Superintendent.

### **5.0 Political & Social Context (MCESA Standard 6)**

- 5.1 Supports policies and procedures of MCESA in alignment with the vision, mission, and goals.

### **6.0 Professional Growth (MCESA Standard 8)**

- 6.1 Demonstrates personal responsibility for professional learning in support of agency vision, mission, and goals.
- 6.2 Actively participates in formative and summative evaluation of performance and solicits feedback from others.

### **7.0 Attention to Results (MCESA Standard 9)**

- 7.1 Follows up on division or department assignments to determine progress or the extent of completion.
- 7.2 Summarizes and prepares analysis of department activities.

## **REPORTING STRUCTURE**

### **A. Supervision Received:**

- Assistant Superintendent for Quality Innovations and Improvement of Instruction

### **B. Supervision Exercised:**

- None

## **QUALIFICATIONS\***

### **A. Minimum education and/or experience:**

- High School Diploma or GED and two years of advanced clerical or administrative experience.

**B. Other combinations of education, experience, or training that may be considered in substitution for the minimum requirements:**

- An equivalent combination of education and job-related experience may be substituted for requirements.

**C. Preferred education and/or experience:**

- Bachelor's degree.
- Experience with Federal and State grant programs.

**D. Knowledge, Skills, and Abilities:**

- Strong interpersonal, customer service, communication, and telephone skills.
- Ability to create professional written communications for a wide variety of purposes and audiences.
- Ability to coordinate programs and work well under pressure in a multi-task environment.
- Advanced clerical and organizational skills.
- Computer Literate: Microsoft Word, Excel, PowerPoint, Publisher, Access & Internet.
- Knowledge of research methods and techniques.
- Knowledge of basic governmental procurement practices.
- Ability to collect and compile qualitative and quantitative data.

**E. Specialized training, certifications, or other special requirements:**

- Arizona Driver's License

**F. Preferred special requirements:**

**G. Special working conditions:**

\*Degrees/credits must be from an academically accredited college or university as recognized by

The U.S. Department of Education (USDE) or the Council for Higher Education (CHEA)